

PRELIMINARY PLAT CHECKLIST

(please print)

Name of Subdivision: _____

Name of Engineering Company: _____

1. Subdivision Name ☐
2. Detailed Location Map with Streets Clearly Shown ☐
3. Name(s) and Address(es) of Owner of Land being Subdivided ☐
4. Deed Book and Page Number ☐
5. Copy of Owner s Deed ☐
6. Professional Engineer ☐
 - a. Seal ☐
 - b. Name ☐
 - c. Signature ☐
 - d. Address ☐
7. Date ☐
8. Approximate Magnetic North Point ☐
9. Graphic Scale ☐
10. The Property as it Exist Now ☐
 - a. Existing Property Lines ☐
 - b. Platted Property Lines ☐
 - c. Existing Streets ☐
 - d. Existing Buildings and what will be done with them ☐
 - e. Water Courses ☐
 - f. Railroads ☐
 - g. Sewers ☐
 - h. Bridges ☐
 - i. Culverts ☐
 - j. Drain Pipes ☐
 - k. Water Mains ☐
 - l. Present Zoning of Parcel ☐
 - m. Civil District of Parcel ☐
 - n. Magisterial District ☐
 - o. All Public Utility Easements ☐
 1. Easements for Electrical Service and Existing Poles Shown ☐
 - a. If High-powered Lines, the Voltage of the Line ☐
 2. Easements for Water Lines Shown ☐
 3. Rights-of-Way Widths for Existing Roads ☐
 - p. Who and What Adjoin the Property ☐
 1. Adjoining Property Owners Names and Deed Book/Page No. ☐
 2. Names of Adjoining Subdivisions ☐
 3. Names of Adjoining Streets ☐

11. Proposed Utility Layout ☐
 - a. Connections to Existing Water Lines ☐
 - b. Connections to Existing Electrical Service Lines ☐
 - c. Individual Water Supply ☐
 - d. Individual Sewer Disposal System ☐
 - e. Will Subdivision be Served by STEP System (To be shown on Plat) ☐
12. Elements of the Subdivision ☐
 - a. Proposed Street Names as Approved by E-911 ☐
 - b. Locations of Proposed Streets ☐
 - c. Dimensions of Proposed Streets with ROW s Clearly shown ☐
 - d. ROW s in Coordination with Long Range Transportation Plan of Rutherford County ☐
 - e. Alleys, if any ☐
 - f. Drainage Easements ☐
 - g. Conservation Easements ☐
 - h. Utility Easements ☐
 - i. Parks and Open Space ☐
 - j. Reservations ☐
 - k. Lot Lines with all dimensions ☐
 - l. Setback Lines ☐
 1. Front ☐
 2. Rear ☐
 3. Side ☐
 4. Special Setbacks Features ☐
 - a. Banks of Creeks, Rivers, or other water courses ☐
 - b. High Transmission Lines ☐
 - c. Others ☐
 - m. Fire Hydrants (All lots with in 1,000 feet of a hydrant) ☐
13. Total Number of Lots ☐
14. Lots Numbered in Numerical Order ☐
15. Lot Widths: Do the individual lot widths meet the requirements? i.e. on cul-de-sacs a minimum of 45 feet at roadway, other lots a minimum of fifty feet at roadway. Each Curve Table Checked. ☐
16. Other Uses and Dedications ☐
 - a. Dedications for Public Use ☐
 - b. Sites to be Used for Purposes Other Than Residential ☐
17. Contours ☐
 - a. 2 Foot Intervals for Grades of LESS than 25% ☐
 - b. 5 Foot Intervals for Grades of GREATER than 25% ☐
18. Total Acreage of Land Being Subdivided ☐
19. Zoning Classifications ☐
 - a. Property in Question ☐
 - b. Surrounding Properties ☐
20. Design and Drainage Plan in Accordance with Specs ☐

- 21. Tax Map and Parcel Number of Property ☐
- 22. Federal Emergency Management Agency Information
 - a. Panel Number ☐
 - b. 100 year Flood Plain ☐
 - c. 100 year Flood Plain Shaded or Hatched ☐
 - d. Effective Date ☐
 - e. Flood Zone, i.e. A, AE, or X ☐
- 23. Temporary Turn Around on Stub Streets of Greater than 500 feet ☐
- 24. Benchmark ☐
- 25. Square Footage of Individual Lots ☐
- 26. Subsurface Disposal Area
 - a. Primary System ☐
 - b. Duplicate System ☐
- 27. Access off of Interior Streets, where possible ☐
- 28. Required Signed Certifications
 - a. Water Service ☐
 - b. Electrical Service ☐
- 29. Soil Map Submitted with Preliminary Plat ☐
- 30. Three (3) copies and Checklist upon first submittal to Planning Office ☐
- 31. Ten (10) copies and Checklist After Comments and Revision Are Made and Submitted back to the Planning Office ☐